

49TH CIRCUIT COURT
MECOSTA / OSCEOLA COUNTIES

TITLE: Sr. Legal Assistant / ADR - Mediation Clerk

GENERAL SUMMARY OF POSITION: Maintaining Osceola Case Flow Management to Closure, Vouchers, Case Evaluation/Mediation, Court Appointed And Appeal Attorneys

IMMEDIATE SUPERVISOR: Chief Circuit Judge

EDUCATIONAL REQUIREMENTS: High School Education – Secretarial Experience Desired, Knowledge of Court System And Legal Education Helpful.

REQUIRED SKILLS: General Secretarial Skills, Computer Knowledge, Knowledge And Understanding Of Court Procedures And Court Rules; Skills In Communication And Dealing With The Public.

GENERAL DUTIES AND RESPOSIBILITIES:

- Answering the main incoming telephone line.
- Serving the public and attorneys visiting the office on a daily basis.
- Opening and distributing daily mail.
- Ordering supplies for the Mecosta County Office.
- Responsible for Judge's correspondence, dictation and other miscellaneous typing.
- Preparing and mailing of jury summonses for all Mecosta County Circuit Court jury trials. This would include maintaining a list of jurors for each set of summons sent out; making copies and distribution of the list to appropriate offices; responding to juror's requests to be excused and leaving the juror messages. Assist the Judge with juror requests to be excused for Osceola County.
- Preparation of vouchers. This would include making copies, logging, distribution and keeping a current balance of each budget line item for payment of non-employee services for both Mecosta and Osceola County.

- Preparation and processing of quarterly mileage vouchers and other vouchers for Judge.
- Monitoring all Osceola County Circuit Court Cases, Scheduling hearings, maintaining the Judges docket and Case Flow Management to Closure.
- Assignment of Circuit Court Appointed Attorneys. This would include, preparation of the order of assignment(s), monitoring indigence, logging, distribution to the appropriate offices. Assisting Judge with all changes to the contract, any changes to the list of Attorneys and their pay scale for all Court Appointed Attorneys in both Mecosta and Osceola County.
- Processing requests for appointment of Appellate Counsel through Michigan Assigned Appellate Counsel System (MAACS). This would include preparation of all requests for selection of appellate counsel, getting copies of and distribution of the order(s) assigning appellate counsel and keeping current list for both Mecosta and Osceola Counties
- Preparing and mailing of notices of hearings to attorneys/parties for both Mecosta and Osceola Counties.
- Processing and distribution of Sentencing Information Reports, including monthly mailing to Sentencing and Guidelines Office.
- Mediation / Case Evaluation / ADR: Management of Mediation/ Case Evaluation Plan. Tracking cases to be set for Case Evaluation, Mediation and/or Alternative Dispute Resolution, maintenance of Mediator and/or Case Evaluator listings, scheduling cases for hearings, assignment of case evaluators, collecting and forwarding briefs, collection of fees, supervising hearings, processing award forms.
- Assisting Mecosta and Osceola County Clerk, Prosecutor, Probation and District Court Office Staff with problems of filings and procedures.
- Assisting the Judge and/or Chief Assignment Clerk with other duties and responsibilities as they become necessary.